

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision follows an internal investigation into your use of the corporate credit card assigned to you. The investigation has confirmed instances of fraudulent activity and unauthorized personal charges, which constitute a direct violation of the company's Financial Policy and Code of Conduct.

Specifically, the investigation revealed the following:

- [List specific date/transaction or brief description of fraud]
- [List specific date/transaction or brief description of fraud]

Due to the severity of this breach of trust and the illegal nature of these actions, this is a termination for cause. As a result, you are not eligible for severance pay or notice pay.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including earned wages up to this date, will be issued on [Date/Method].
- **Company Property:** You are required to return all company property, including keys, laptop, and the corporate credit card in question, by [Time/Date].
- **Benefits:** Information regarding your benefits status and COBRA eligibility (if applicable) will be sent to you under separate cover.
- **Restitution:** The company reserves the right to pursue legal action and/or seek full restitution for the unauthorized funds spent.

You are reminded of your continuing obligations regarding the confidentiality of company information as outlined in your employment agreement.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]